

Temporary Employment Opportunity

Preschool Prep Instructor

City of Tempe / Community Services Department / Escalante Community Center

Opening Date: July 1, 2020

Hourly Wage: \$20 hour (per class, contract services)

Work Schedule: 9am-11:30am (as needed, seasonal)

This is a temporary, non-benefitted position.

Experience & Training:

- Requires background experience, college coursework, and/or working knowledge of classroom instruction with parents and toddlers in a classroom setting.

Licenses/Certifications:

- First aid and CPR certification (required, or ability to obtain after hiring)

Essential Job Functions:

- Teach parents and toddlers how to create make-it and take-it class projects; participate in instructor led play time, music time, circle time, etc.
- Follow a 4 to 8-week art/preschool instruction curriculum for each class;
- Supervise class participants; ensure class is safely conducted;
- Willing to grow customer base and assist in marketing parent and tot art/preschool/gym classes;
- Generate and maintain a teaching environment for student's levels and abilities;
- Set-up and clean-up of facility and supplies;
- Communicate with supervisor, track schedule/participant attendance, distribute and accept class evaluations;
- Attend orientations, trainings and meetings, as needed.

Applicant Requirement:

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization. City of Tempe Employment Application must be completed, in its entirety, to be considered for interview.

Selection Criteria:

Applicants whose experience and training are most closely suited to the needs of the City of Tempe will be selected for an interview. Interviewers will assess applicant's knowledge, skills and abilities as they relate to the job functions, specific to the position.

Submit Application to:	For questions, please contact:
City of Tempe	Dolores Johnson,
Escalante Community Center	Senior Recreation Coordinator
Attn. Dolores Johnson	Phone: (480) 350-5814
2150 E. Orange Street	Fax: (480) 350-5815
Tempe, Arizona 85281	Email: dolores_johnson@tempe.gov